

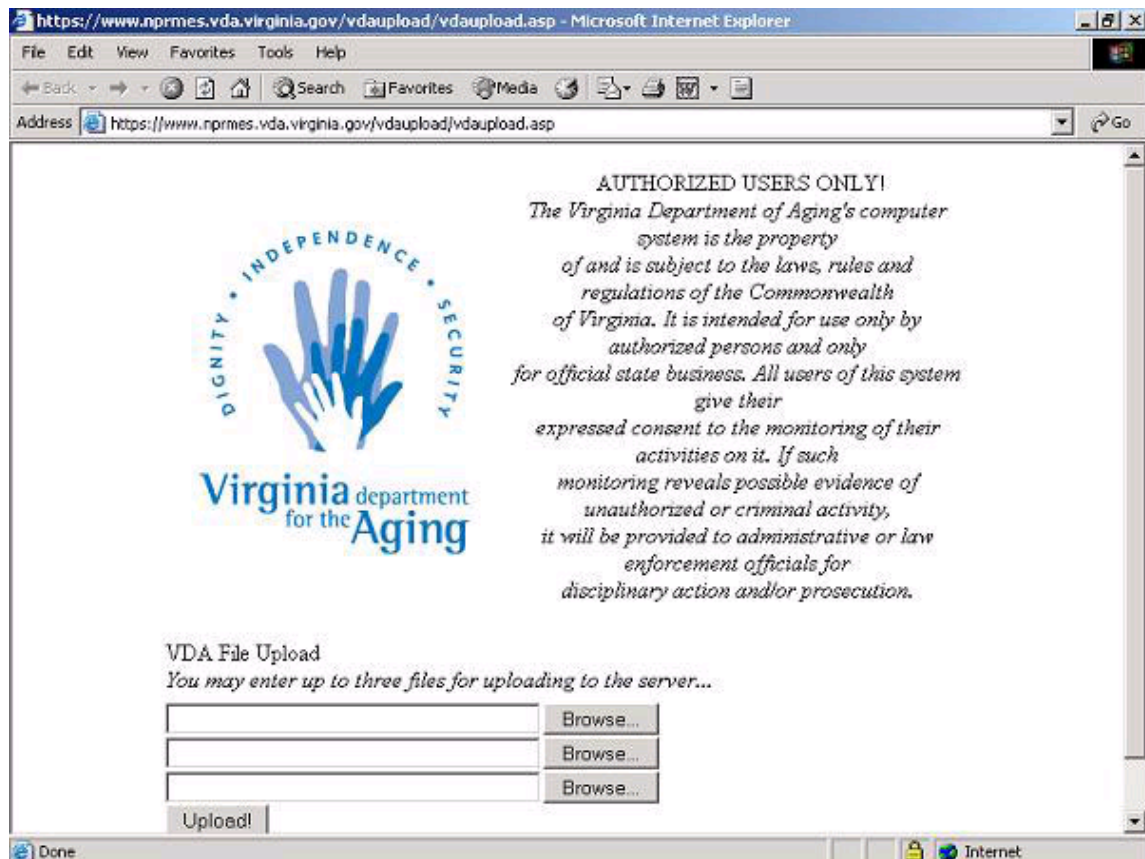
VDA Submitting Monthly AIM Data and AMR Instructions

To upload AIM files:

Use the following link to access the website:

<https://www.nprmes.vda.virginia.gov/vdaupload/vdaupload.asp>

You will see a login box, enter your user id and password. The website will load with the following screen and you are now ready to upload your AIM file (see picture and instructions below).



Click **Browse** next to the first box.

Locate you AIM replication file on your computer. Click **Open**.

The path and file name will then be placed in the first box. (If you have another file to upload, choose "Browse" next to the second box and follow the same steps as above. You can upload up to three files at one time.)

Click **Upload**.

Once the file is done uploading, the name box will clear and there will be a **"1 file(s) uploaded"** message directly under the Upload button. If an error message occurs during upload please confirm that file was received by VDA using the aging_aimamr@vda.virginia.gov email address.

VDA Submitting Monthly AIM Data and AMR Instructions

To Upload the AMR with AIM data completed:

Send your AMR with the AIM Monthly Verification Data worksheet completed to the following e-mail address:

aging_aimamr@vda.virginia.gov

Procedures for submitting the entire financial AMR will remain the same. **This change applies only to the AIM Monthly Verification page of the AMR.**